Center on Innovation and Improvement www.centerii.org

Support for School Improvement State-Level Instruction Handbook

Гable	of Contents	Page
	Introduction/Helpful Information	5
	Getting Started	6
	Registering a district	7-8
	Logging in	9
	State-Level: Overview of District Progress	
	SSI Step Description	10
	Reports	
	Assess District Indicators Report	11-12
	District Improvement Plan Report	13
	District Comprehensive Plan Report	14
	Monitoring District Progress	15-16
	Coaching Comments	17-20
	District Level: SSI Process	
	Welcome Page	21
	Step Descriptions	22
	Step 1: District Registration Data	23
	Step 2: Provide District Information	24
	Step 3: Form District Team	25

Table of Contents (cont.)	Page
Step 4: Assess District Indicators	26-28
Step 5: Create District Improvement Plan	29-32
Step 6: Monitor Implementation of District Plan	33-36
District SSI Progress Reports	37
Other Helps	38
SSI Resources	39
Coaching Comments	40-42
Agenda/Meeting Minutes	43-54
Worksheets	55
Register Schools	56-58
Reports	
Assess School Indicators	59-60
School Improvement Plan	60
Monitoring School Progress	62
Coaching Comments	63-66
School Level: SSI Process	
Welcome Page	67
Step Descriptions	68
Step 1: School Registration Data	69
Step 2: Provide School Information	70
Step 3: Form School Team	71
Step 4: Assess School Indicators	72-75
Step 5: Create School Improvement Plan	76-79
Step 6: Monitor Implementation of School Plan	80-83
School SSI Progress Reports	84
Other Helps	85
SSI Resources	86

Table of Contents (cont.)	Page
Coaching Comments	87-89
Agenda/Meeting Minutes	90-102
Worksheets	103
Contact information for web entry system technical assistance	104

Welcome to the Support for School Improvement web-entry system!

A school improvement, district improvement, or restructuring plan's success depends upon district and school collaboration and focus, engagement of parents and the broader community, and disciplined, competent implementation. This web-entry system provides an easy and organized method to work through the set of indicators by which district and school teams can assess their progress and plan and monitor their improvement. While every item may not be appropriate to a particular district or school's situation, each will provide food for thought in discussing an improvement plan. The checklists will also guide district and school teams through the implementation of their plans and into continuous improvement. The sets of items you will see in this system are arranged sequentially to carry teams through an examination from general (district context) to specific (classroom teaching). The process of "assessing" each indicator based upon the current practices of the district and school is an attempt to draw attention to areas of obvious strength and areas in apparent need for improvement.

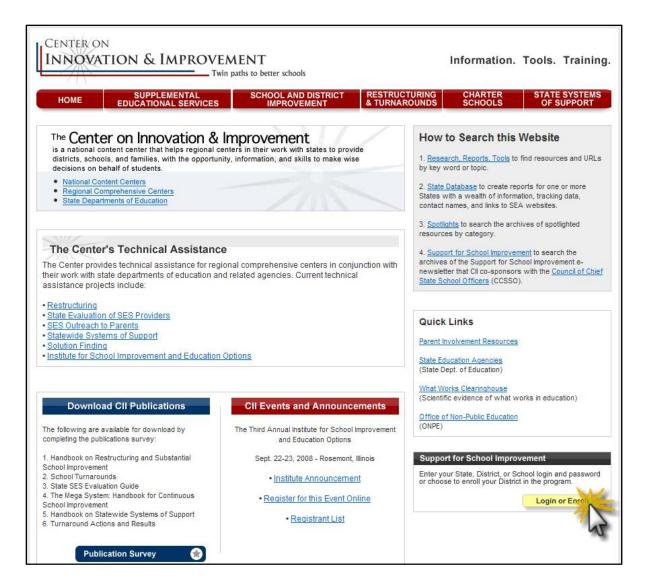
Helpful Information:

- 1. Using this web-entry system requires Internet Explorer 6.0 or higher.
- 2. This web-system times-out after 45 minutes of inactivity. At that time, you will see a message indicating that you need to login again. Saving your data often will ensure that you don't lose any you have entered.
- 3. Use the links at the top right of most pages to move among the web pages.
- 4. Click the <u>WiseWays™</u> link when assessing and creating tasks for each indicator/objective to review research-based evidence and examples.
- 5. If you have any technical questions about this web-entry system, please email us at SSI@adi.org.

With that said, you're ready to begin...

Getting Started

1. To get to the Support for School Improvement web pages, you will need to open the website for Center on Innovation and Improvement – www.Centerii.org. On this web page click on the "Login or Enroll" button at the bottom right of the page (you may need to scroll down) in the Support for School Improvement box.



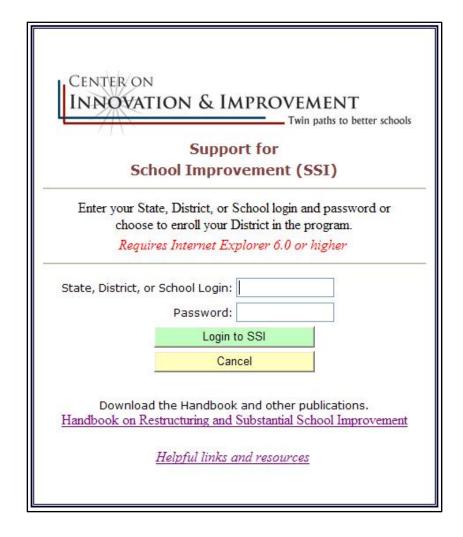
2. On this page you will choose to Register Your District, or if you'd already registered, login. **Using this web-entry system requires Internet Explorer 6.0 or higher.** From this page you also have access to download the *Handbook on Restructuring and Substantial School Improvement* from the CII website, or view *Helpful Links and Resources* in the CII resource search engine.



a. Register your District – Here you will provide contact information for the district. You also indicate who the "Process Manager" will be for the SSI process. This person will be the main contact for the project. This may be the District Superintendent or another individual. Be sure to click "Save" when you have finished entering your data. (This information may be edited later, if necessary.) The district Superintendent and Process Manager will receive their Login and Password to access the web system, via email, within a few days of their registration.

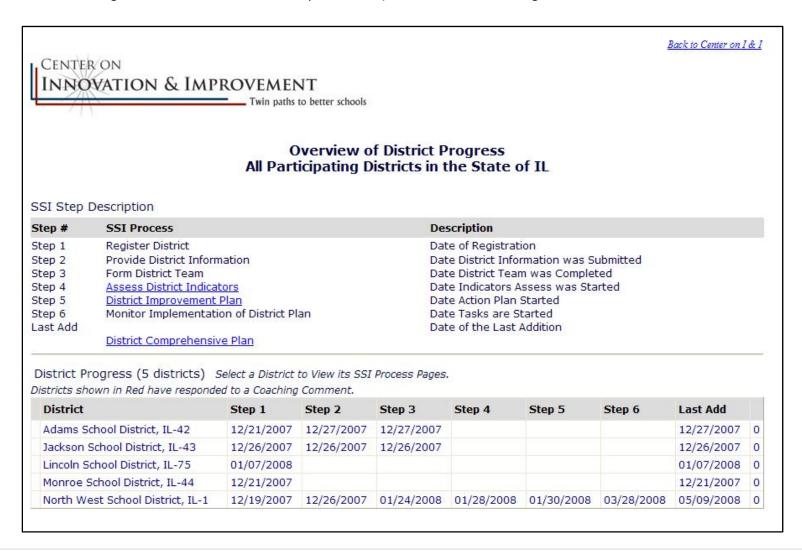
	Welcome to SSI	
	Register District	
Complete the follo the Process Manage	owing information to register your district in er will receive by email the login, password, a Thank you.	SSI. Once submitted, and further instructions.
School District		
District Name:		
Address:		
City:	State: Y Zip:	
Phone:	Fax:	Website:
District Superintendent		
○ Dr. ○ Mr. ○ Ms. ○ Mrs. First name:	Last name:	
Phone:	Fax:	
Email:		
The Process Manager is responsible for overseeing the SSI pr —		
Process Manager (if other than the Superintenden	t)	
○ Dr. ○ Mr. ○ Ms. ○ Mrs. First name:	Last name:	
Position:		
	Fax:	
Phone:		

b. Once you have registered the district(s) you will be working with, you may return to the SSI login page to enter the web system. **Remember, this** web-entry system requires you to use Internet Explorer 6.0 or higher. (Use the link on the Center for Innovation and Improvement homepage at www.centerii.org to return to the login page.)

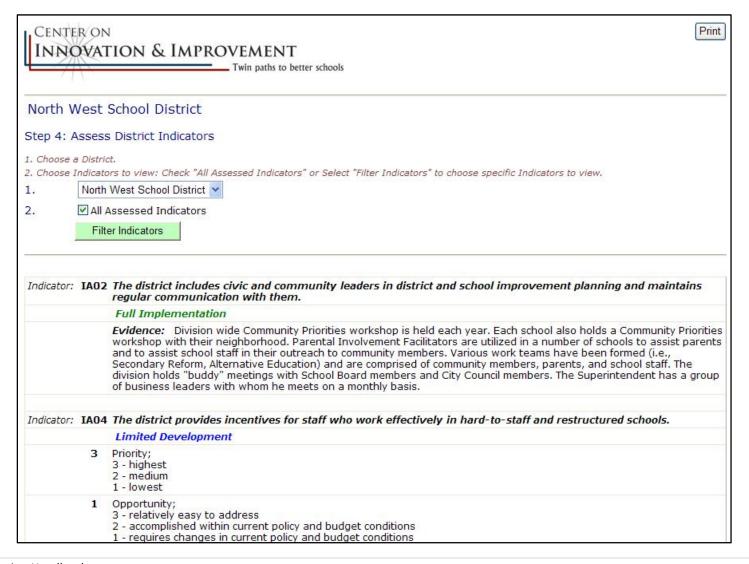


State Level- Overview of District Progress

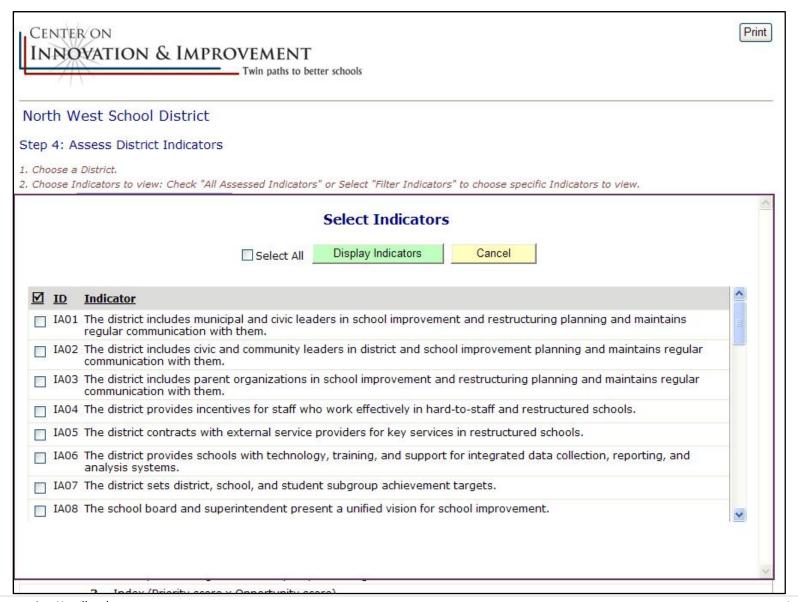
1. SSI Step Description – here you find listed the steps that districts follow in the SSI process along with reports for Steps 4 & 5, and the District Comprehensive Plan report. In the bottom section are districts in your state that are registered for SSI. The dates next to the district name indicate the district's progress. The "Last Add" date indicates the last date that the district made any changes to its data. If the district's name is shown in red, it has responded to a coaching comment which was initiated by the state. (We will discuss "Coaching Comments" later in this instruction booklet.)



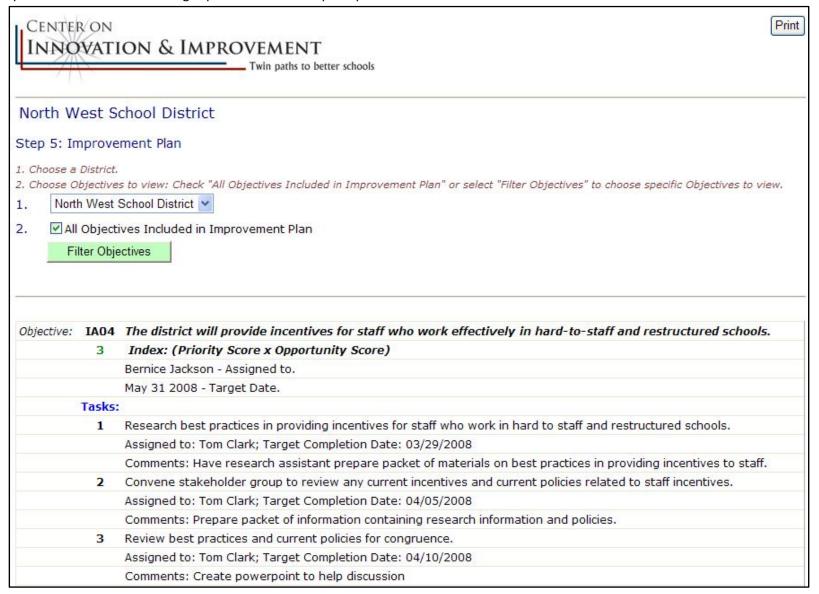
- a. Step 4 Assess District Indicators Report this report allows the state to view the progress the registered districts have made in assessing their indicators. To view the report:
 - i. Choose one of the districts from the drop-down list
 - ii. Check the "All Assessed Indicators" box to view all indicators that have been assessed
 - iii. Click the "Filter Indicators" button to only list specific indicators (see next page)



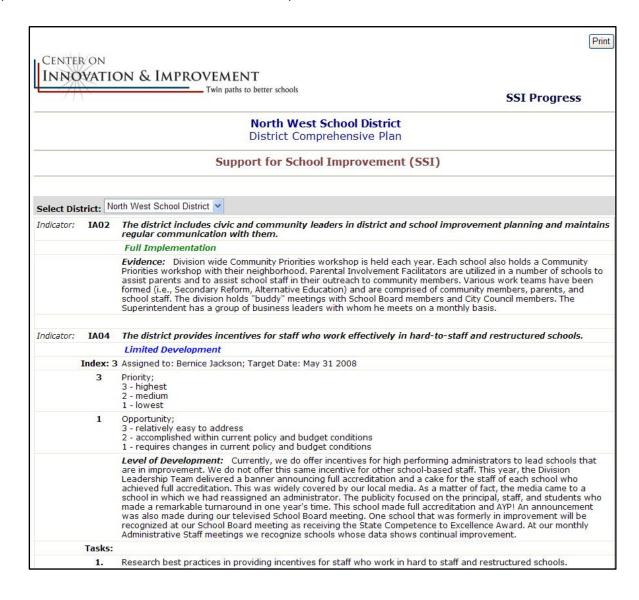
1. Here you may choose specific indicators to view in the report by checking the boxes to the left of the indicator id. Click the "Display Indicators" button to view the report. The "Select All" checkbox may be used to reset the filter so that all indicators will be included when viewing the report.



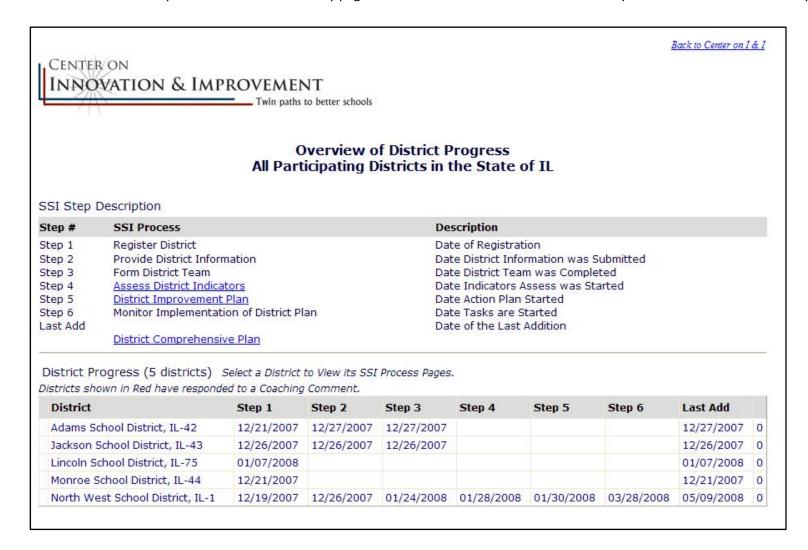
b. Step 5 – District Improvement Plan Report - this report allows the state to view the progress the registered districts have made in creating their plan. It has the same filtering capabilities as the Step 4 report above.



- c. District Comprehensive Plan report with this report the state can monitor each district's progress in one place
 - i. Choose a district from the drop-down list whose data you would like to view.
 - ii. The report includes all data for each indicator from steps 4, 5, and 6.



- 2. District Progress Each district in the state that has been registered is listed in the bottom section of the web page.
 - a. Click on the district name to open that district's web-entry pages to view the data that has been entered by that district in each web-entry form.



b. (District screen shown below)



Back to Center on I & I
Helpful links and resources
State Process Menu
District SSI

Coaching Comments

Agenda / Minutes

Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

Step	SSI Process	Process Status		
Step 1	Register District	12/19/2007	Completed	
Step 2	Provide District Information	12/26/2007	Completed	
Step 3	Form District Team	01/24/2008	Completed	
Step 4	Assess District Indicators	01/28/2008	Started	
Step 5	Create District Improvement Plan	01/30/2008	Started	
Step 6	Monitor Implementation of District Plan	03/28/2008	Started	

District SSI process reports

Registered Schools Register a School in SSI

Schools shown in Red have responded to a Coaching Comment.

(E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continous Improvement, RI - Rapid Improvement)

School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	08/12/2008
Jefferson Elementary School (MHS/RI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	09/22/2008
Kennedy Elementary School (EHS/RI)	06/25/2008						06/25/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008

School SSI process reports:

Step 4 report: Assess School Indicators

Step 5 report: School Improvement Plan

- i. Coaching Comments In the upper right hand corner of the District SSI Process screen (see previous page) you will notice a green button labeled "Coaching Comments." Click this button to open the Coaching Comments web-entry form. This can be used by the state to send a comment to the district pertaining to a specific step or indicator. There are two ways to send a comment:
 - 1. Add a New Comment The state may initiate a conversation with the district about a specific step in the SSI process or about a certain indicator by clicking the "Create a New Coaching Comment." Districts may not initiate a conversation, but may reply to a comment sent by the state.



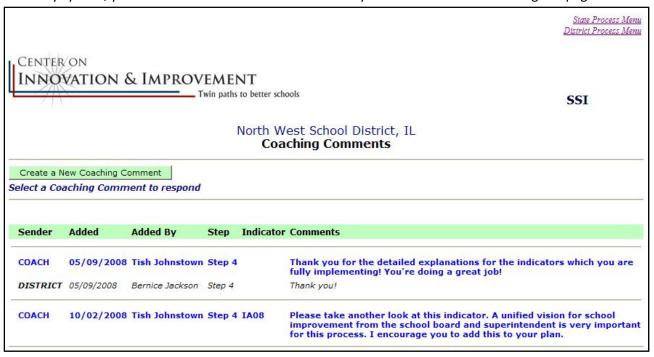
2. Respond to a comment sent by a district – The state may also reply to the responses from the district. To do this, click on the comment from the district to which you would like to respond.



a. Either of these methods will open the Coaching Comments entry fields. Here you will input your name, the step you would like to refer to, the indicator (if applicable), and your comment. Click the "Save Coaching Comments" button when finished.



3. You will see in the screen below, that the new comment is now included in the coaching comments list. Comments created by the state are shown in blue, and the sender is listed as "COACH." The district's responses are shown in black, and the sender is "DISTRICT." The next time the district opens their web-entry system, they will see a message indicating that they have a new coaching comment from you. When a district has responded to one of your comments, the next time you log into the SSI web-entry system, you will see that district's name in red on your Overview of District Progress page.



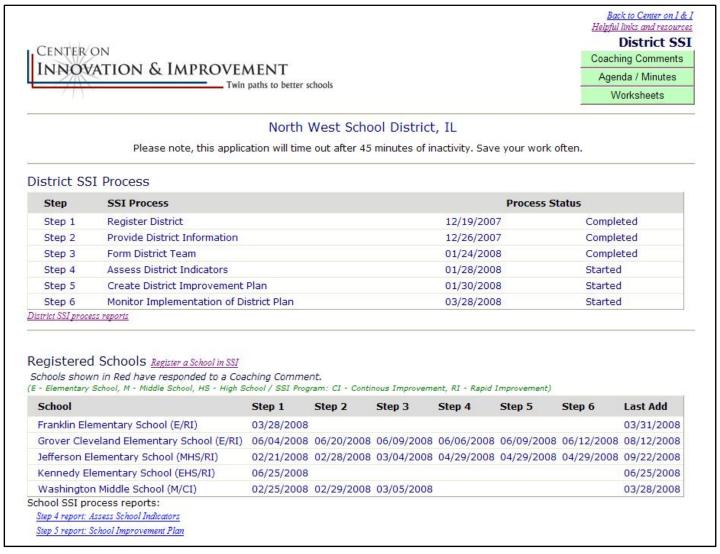
In the next section, you will see the instructions that the district will use in the SSI process. To open these web pages, just click on the name in your "Registered Districts" list on the "Overview of District Progress" page.

District Level - SSI Process

1. Welcome screen – When you login as a district, this is the first screen you'll see. At the top right of this page you will find some information on how to use this website, and possibly some information specific to your state. Click the "Continue to SSI" button to move into the SSI web entry system.



2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you completed or started your work will appear in the table. Below the table you will find the "District SSI process reports" link for printing the data you've entered in each step. The "Coaching Comments" screen is used for conversation between the district and state pertaining to specific steps or indicators. Agenda, Meeting Minutes, and Worksheets are also available for your use as you work through this process. In the bottom section of this page you will register schools to use the SSI system and track their progress.



3. Entering/Editing District Data

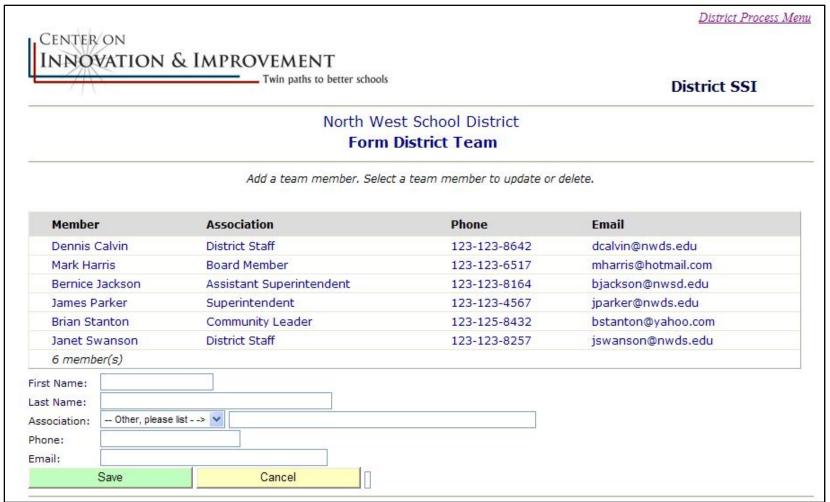
a. Step 1 – Register District – Here you will see the district information that was entered when your state registered you. You may edit this information as necessary. Click "Save" to save any changes you make.



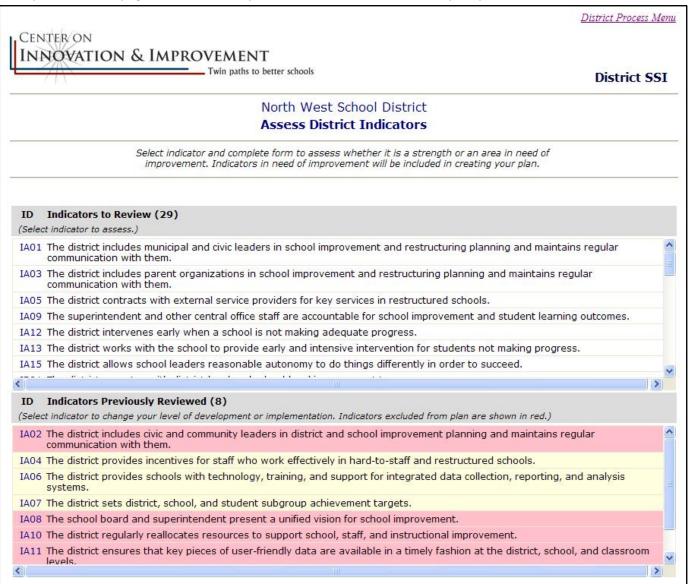
b. Step 2 – Provide District Information – In this form you will enter demographic and assessment data about your district. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) Be sure to click "Save" when you are finished. Click the Print button to print a copy of the data you've entered.

, CENTER ON					District Process Me
INNOVATION	& IMPRO	OVEMEN'	Т		
			better schools		District SSI
			North West School Distric	t	
		P	rovide District Information	on	
Si	uggestion: pri	nt this page, c	omplete work, then enter informati	on into web page.	Print
Schools in your District	≠ schools	enrollment	(numbers only)		
Elementary Schools	2	450			
Middle Schools	0	0			
High Schools	0	0			
Alternative Schools	0	0			
Other (list below)					
Other School 1		0	0		
Other School 2		0	0		
5 % American Indian/A 10 % Asian/Pacific Island	ntages equal laskan native		each percent to the nearest percer 11 6:	% Hispanic % White, not Hispa	
10 % African-American, not Hispanic 2 % Other					
Other Student Demograp					
10 % Percent of Studen	S 18 130				
5 % Percent of Studen	ts Receiving :	Special Educat	tion (IEP students)		
98 % School Attendance	Percentage				
12 % School Mobility Per	rcentage				
5 % Percent of Studen	ts that are Li	mited English	Proficient (LEP)		
2 % Percent of Student		D d C	anish but not English		

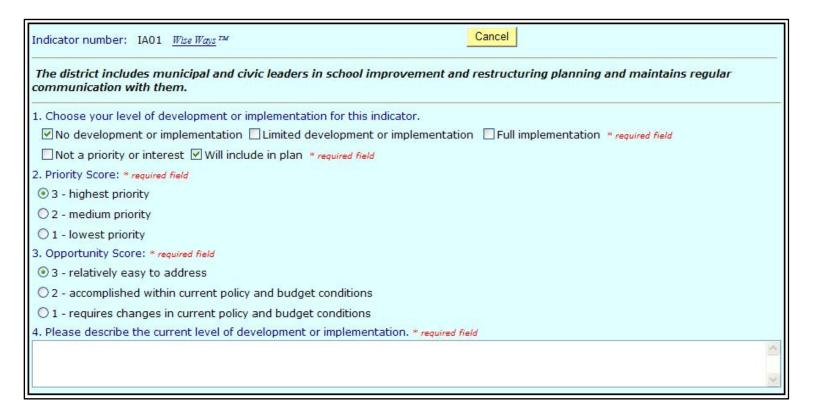
c. Step 3 – Form District Team – Here you will enter the members of your District Team. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) This team will include your Superintendent and your process manager (if different than your superintendent), and any others you choose to include from the school district and community. Use the "Add a Team Member" button (not shown here) to enter information about each member of your team. Click "Save" to add them to the list. If you need to edit or delete a team member's information, just click on his/her name to make the changes.



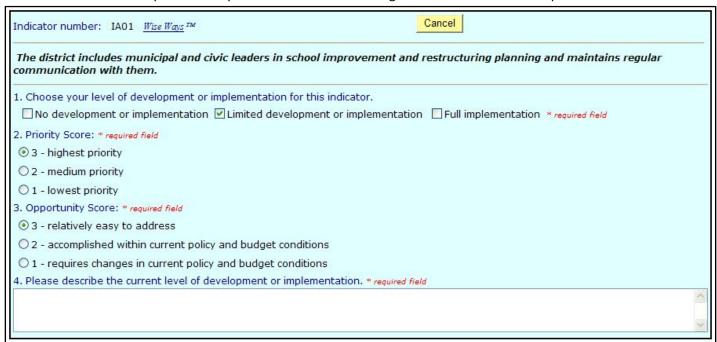
d. Step 4 – Assess District Indicators – On this page you will see the Indicators that are available to be assessed by the District. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) Click on an indicator and complete the assessment entry form. Indicators in need of improvement will be included when creating your plan in Step 5. The indicators you have assessed will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red.



i. When assessing your indicators, if the level of development is "No development or Implementation" you will then determine if it is "Not a priority or interest" or "Will include in plan." If the indicator isn't a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the "Priority Score – how important is it to include this indicator in our plan at this time" and "Opportunity Score – the level of ease with which this indicator can be implemented," and describe the current level of development or implementation. The "Wise Ways" link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.



ii. If you choose "Limited development or implementation" the following information must be completed.



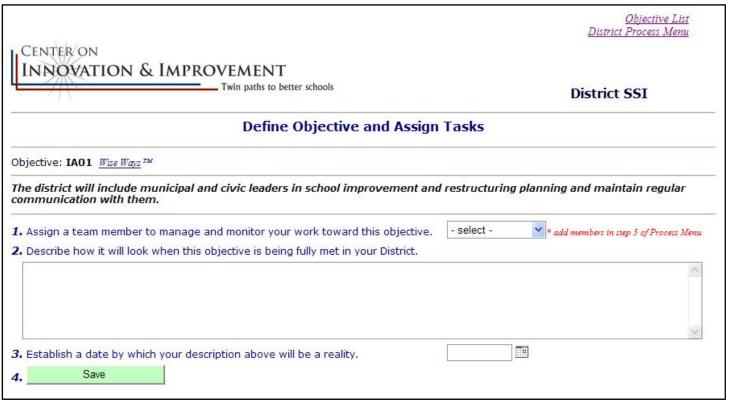
iii. If you choose "Full Implementation" you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.



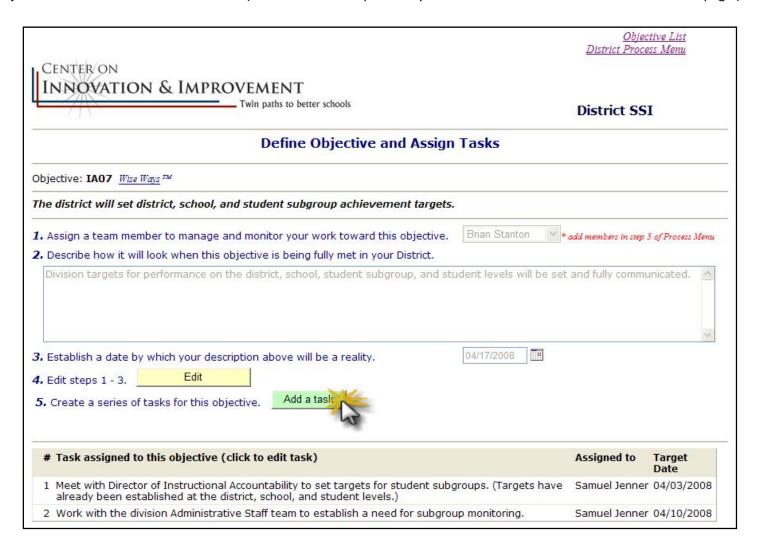
e. Step 5 – Create District Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. For each objective, you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. If the Index Score for an indicator is high, it is something that is a high priority and easy to accomplish. If the Index Score is low, it's a low priority and requires changes in current policy and budget conditions. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click on an objective to assign it to a team member.

	Objective List District Process Menu
CENTER ON	
INNOVATION & IMPROVEMENT Twin paths to better schools	District SSI
Define Objective and Assign	Tasks
bjective: IA01 Wise Ways TM	
he district will include municipal and civic leaders in school improvement and a communication with them.	restructuring planning and maintain regular
Assign a team member to manage and monitor your work toward this objective. Describe how it will look when this objective is being fully met in your District.	- select - * add members in step 3 of Process Menu
	^
	<u>∨</u>
Establish a date by which your description above will be a reality.	

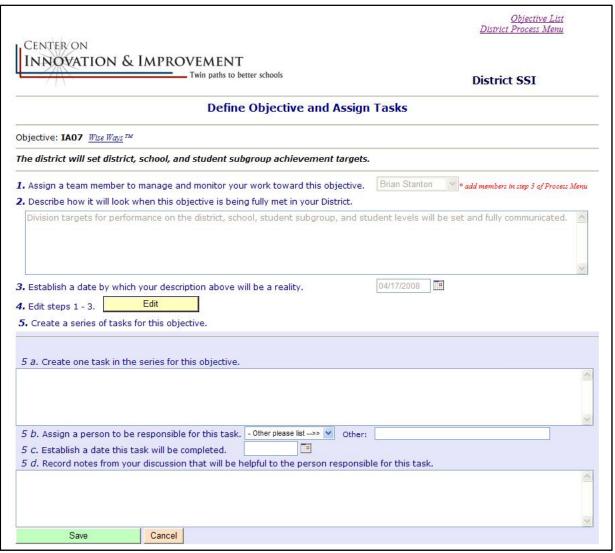
i. Assign the objective – First, you will choose a member of your District Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your district team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The "Wise Ways" link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click "Save" when you're finished.



ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the "Add a Task" button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the District Team, by choosing their name from the drop-down list, **OR** move to the "Other" field to enter the name of a person who is not on the District Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click "Save" once you've finished. Repeat to enter all tasks for the objective.



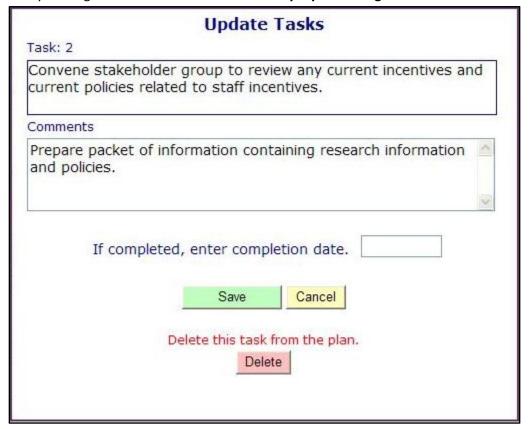
f. Step 6 – Monitor Implementation of District Plan – Now that your plan has been created, you will work to complete the assigned tasks and put the objectives into place in your district. The list of objectives you see on this page shows the person on the district team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed for each objective as you move forward in this process. The Status Reported column shows the date that all tasks for the objective were completed.



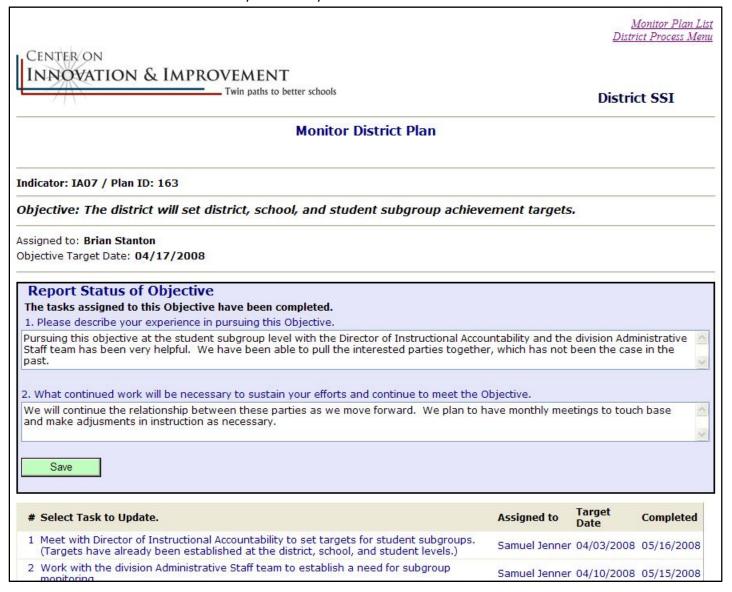
i. Monitoring the completion of tasks – When you click an objective that has not yet been completed (shown in blue), you will see this screen. Here you see listed the tasks created for the objective, the person each task is assigned to, and the target date of completion. Click on a task to monitor the work being done.

Monitor Plan List District Process Menu CENTER ON INNOVATION & IMPROVEMENT Twin paths to better schools District SSI Monitor District Plan Indicator: IA04 / Plan ID: 162 Objective: The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools. Assigned to: Bernice Jackson Objective Target Date: 05/31/2008 Assigned to Target Date # Select Task to Update. Completed 1 Research best practices in providing incentives for staff who work in hard to staff and Tom Clark 03/29/2008 05/05/2008 restructured schools. 2 Convene stakeholder group to review any current incentives and current policies related to Tom Clark 04/05/2008 staff incentives. 3 Review best practices and current policies for congruence. Tom Clark 04/10/2008 4 Crosswalk best practices with current school board policies on staff incentives. Tom Clark 04/17/2008 5 Recommend revisions to current policy or draft new policy if needed. Tom Clark 04/24/2008 6 Convene Policy Review Committee to present recommended revisions to current policies Tom Clark 04/30/2008 and/or new policies. 7 Take recommended policies to School Board for consideration. Tom Clark 04/30/2008 8 Implement new policies adopted by Board. Tom Clark 05/03/2008

1. Update Task - Here you will see the task that was created and any additional comments that were entered to provide help to the person the task is assigned to. The "Comments" field may be added to as the work on the task progresses. When the task has been completed, enter the date into the field provided and click "Save." If you want to exclude the task from the objective, you may do so by clicking the "Delete" button. **Do this only if you no longer want the task to be completed for the objective**.

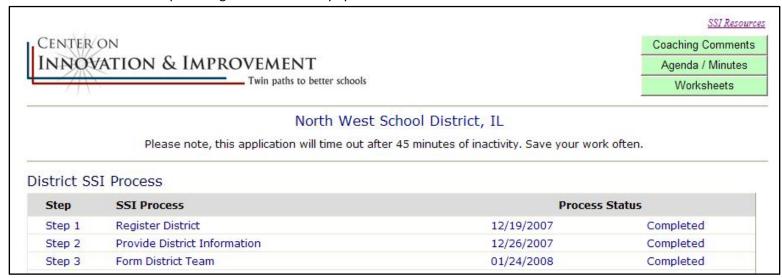


2. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click "Save" when all data has been entered.



- 4. District SSI Process Reports the following reports are available to the district to report out its progress with the SSI system
 - a. Step 1 District Registration -registration data entered into the SSI system
 - b. Step 2 District Information demographic and assessment data for the district
 - c. Step 3 Team Members lists members of District Team
 - d. Step 4
 - i. List of Indicators Included in Plan an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
 - ii. Detailed Report of Assessed Indicators a complete list of all indicators and their assessment data.
 - e. Step 5
 - i. List of Objectives Included in Plan an abbreviated list of objectives in the plan, the description of how each objective will look when met, their P/O Index, the team member the objective is assigned to, and the target date.
 - ii. Detailed Report of Objectives and Tasks a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
 - f. Step 6
 - i. Progress Overview Report an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported date.
 - ii. Detailed Progress Report a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the "experience" and "sustain" comments. This report may be filtered by team member.
 - g. Comprehensive Plan Report this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a district has made in the SSI program.
 - h. Coaching Comments this report lists all comments exchanged between the state and the district. The comments are listed in date order, with the state comments in blue and the district responses in black.

5. Other Helps – In the top right corner of the District main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.



a. SSI Resources

- i. SSI Indicators The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.

iii. Additional Resources

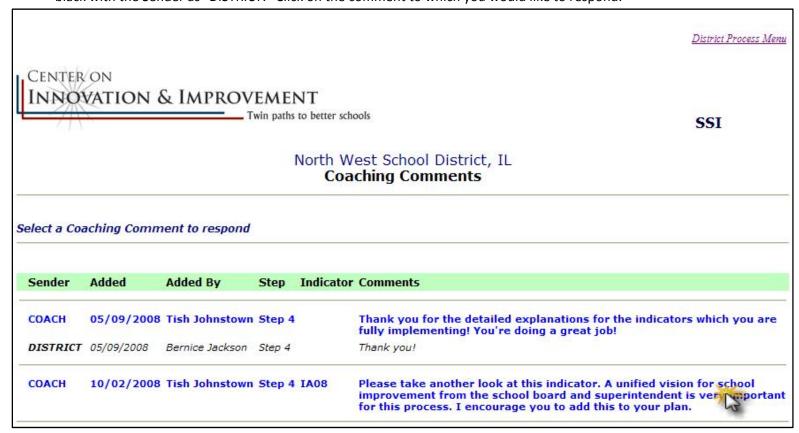
- 1. Helpful Links and Resources this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
- 2. Center on I & I this link will take you back to the home CII webpage.



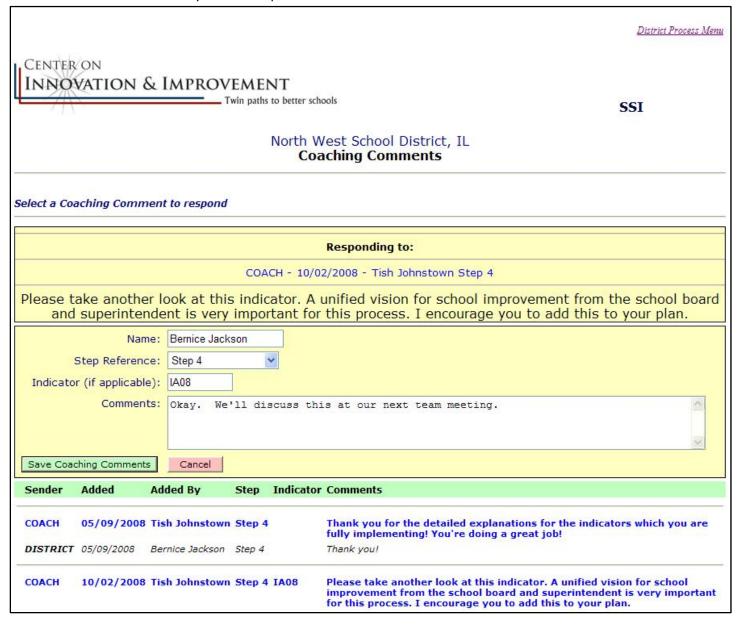
- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the state. You as the district may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
 - i. You will receive notification, in red, on the District main page that you've received a coaching comment from the state.



ii. Click on the "Coaching Comments" button to view the comments from the state. Any previous comments and your subsequent responses will be listed here. The state's comments are listed in blue with the Sender as "COACH." The district's comments are listed in black with the Sender as "DISTRICT." Click on the comment to which you would like to respond.



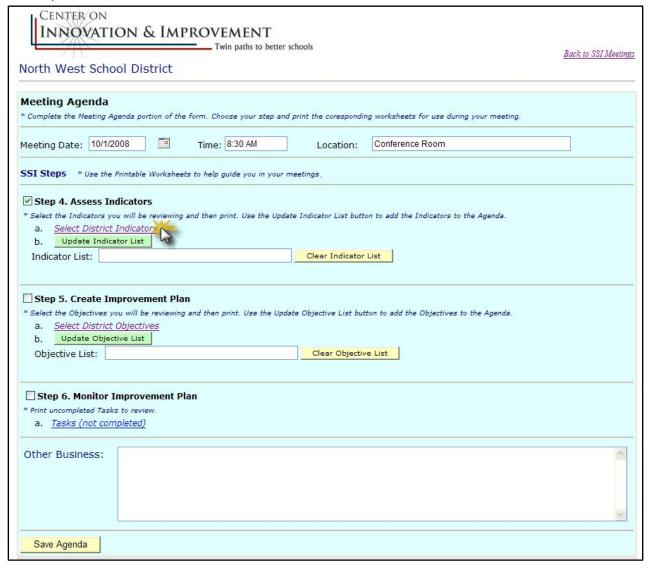
iii. This opens the fields where you will enter your response. Click "Save Coaching Comments" when you're finished. This will send a notification to the state that you have responded to their comment.



- c. Agenda/Minutes Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the "Agenda/Meeting Minutes" button to open. Once you've held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
 - i. First, let's create a new agenda. Click the "Set up a Meeting Agenda" link.



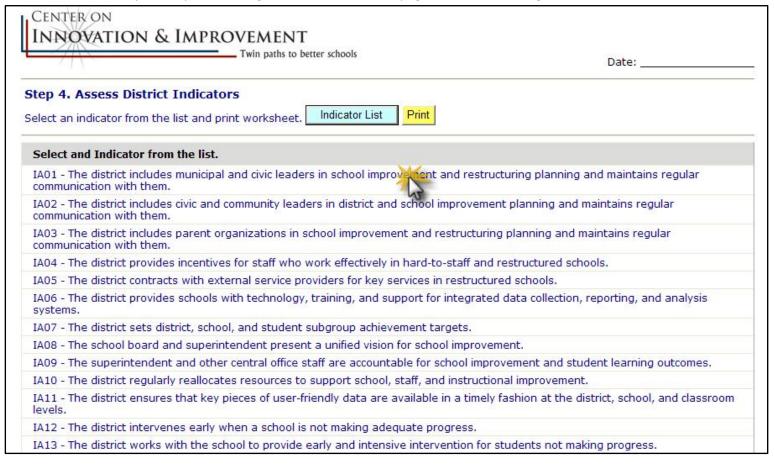
- 1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
- 2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select District Indicators" link.



- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the "Indicator List" button.

I CENTER ON	
INNOVATION & IMPROVEMENT	
Twin paths to better schools	
	Date:
Step 4. Assess District Indicators	
Select an indicator from the list and print worksheet. Indicator List Print	
W	
1. Choose your level of development or implementation for this indicator.	
■ No development or implementation go to 1 - A	
☐ Limited development or implementation go to 2	
☐ Full implementation go to 2 - C	
1 - A. IF No development or implementation is selected choose one	
□ Not a priority or interest Done	
☐ Will include in plan go to 2	
2. Priority Score:	
3 - highest priority	
O 2 - medium priority	
01 - lowest priority go to 3	
3. Opportunity Score:	
3 - relatively easy to address	
2 - accomplished within current policy and budget conditions	
O 1 - requires changes in current policy and budget conditions go to 4	
2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done	,
	<u></u>
4. Please describe the current level of development or implementation. Done	-
	2

c. This opens a list of the all indicators that are available to be assessed. Click on an indicator that you will be assessing at your meeting, and then click the "Print" button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the district team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.



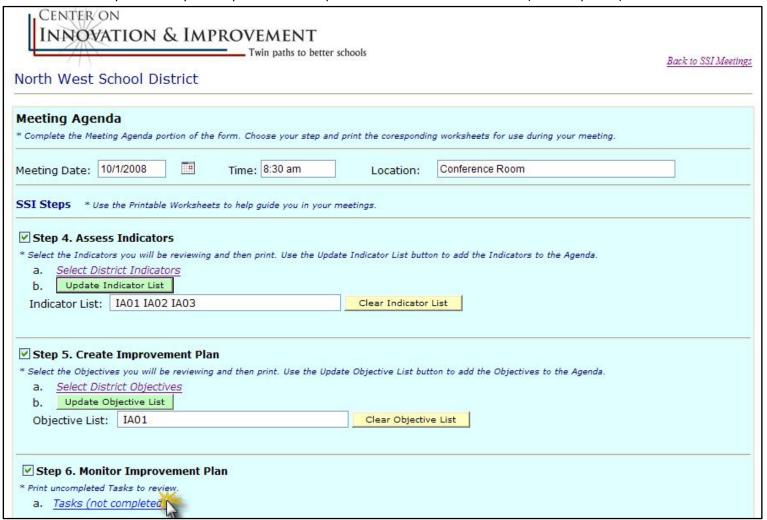
3. Next, click the "Update Indicator List" button to insert the indicator ids that you'll be assessing at your meeting into the Indicator List field on the agenda form.



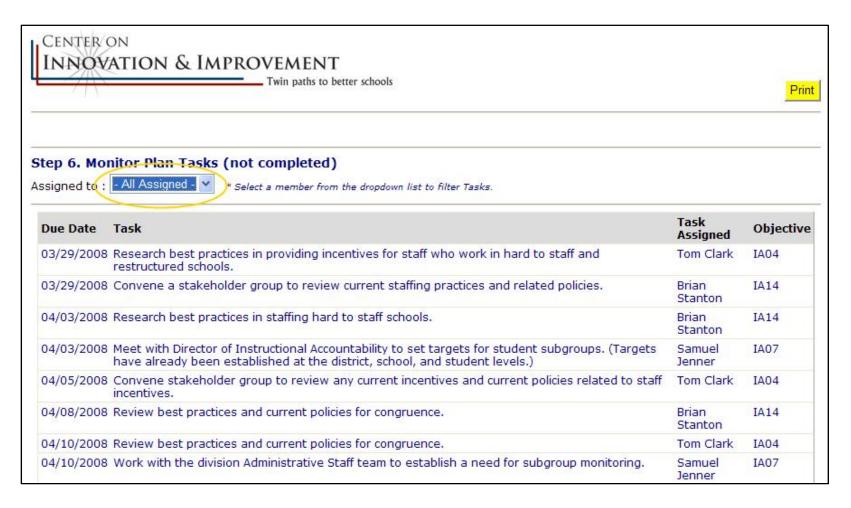
a. Now you can move on to Step 5. Create Improvement Plan. Click the "Select District Objectives" link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON	
INNOVATION & IMPROVEMENT	
Twin paths to better schools	Date:
Step 5. Create District Improvement Plan	
1. Select Objective List to display your Objectives.	
2. Select an Objective from the displayed list and print.	
3. Repeat steps 1 & 2 for each Objective you will review.	
Objective List Print	
1. Assign a team member to manage and monitor your work toward this objective.	
2. Describe how it will look when this objective is being fully met in your District.	
3. Establish a date by which your description above will be a reality //	
Tasks	
T-1. Create a task for this objective.	
T de l'action à access de la constant de la faction de la constant de la faction de la constant	
T-1a. Assign a person to be responsible for this task	
T-1b. Establish a date this task will be completed / /	
T-1c. Record notes from your discussion that will be helpful to the person responsible for this task.	

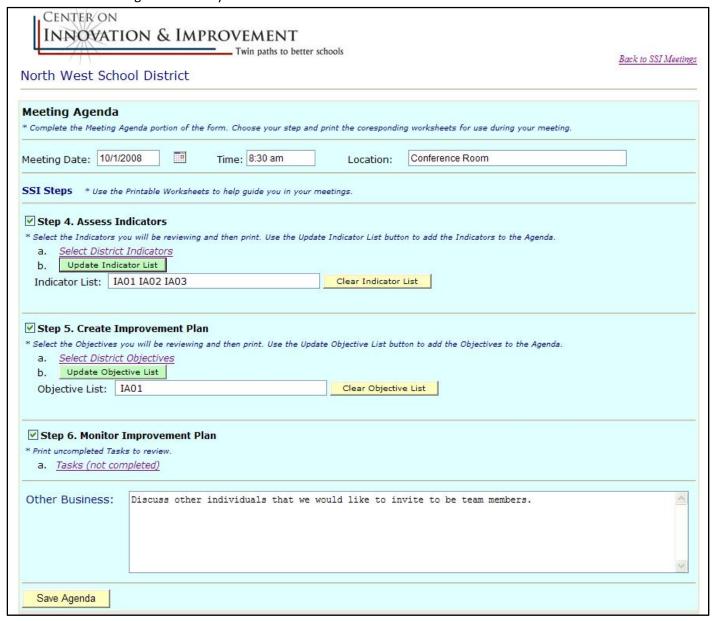
4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.



a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.



5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click "Save Agenda" when you are finished.



- ii. Use the "edit" buttons to update your agenda information. (This is also the same screen you'll use to update any minutes information.
- iii. Use the "print" button in the "Agenda" column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the "print" button in the "Minutes Form" column to print the "minutes" worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the "edit" button in the "Meeting" column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the "Save Minutes" button to save.

earn Members In	Attendance:						
Dennis Calvin	Mark Harris	Bernice Jackson	Bill Jones	☐ James Parker	Brian Stanton	☐ Janet Swanson	
Guests:							
							v
ction Taken:							
							^
							V
djourned Time:							W
djourned Time: lext Meeting Date:							~

vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the "edit" button.

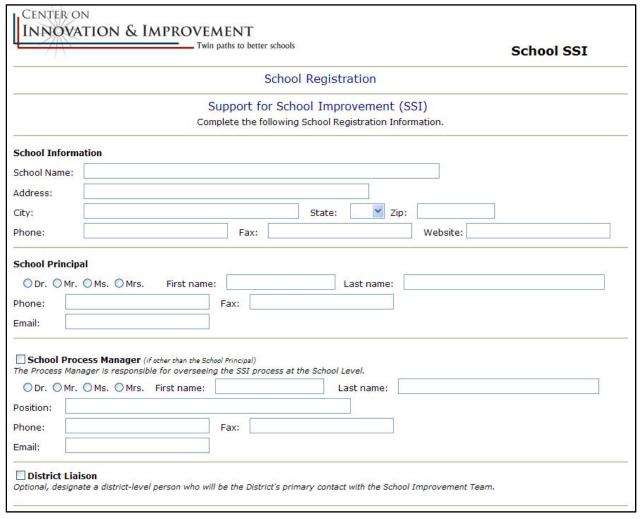


d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

INNOVATION & IMPROVEMENT Twin paths to better schools	District Process Menu
SSI Printable Works	sheets
District SSI	
Step 2. Provide District Information	
Step 3. Create District Team	
Step 4. Assess District Indicators	
Step 5. Create District Improvement Plan	
Step 6. Uncompleted Plan Tasks	

6. Register Schools

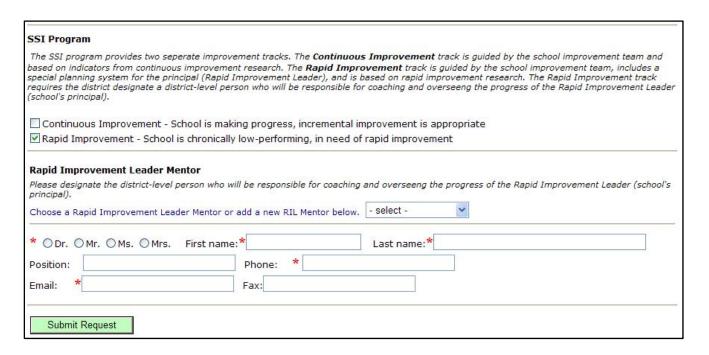
- a. Register a School in SSI to register a school, you will complete and submit this form.
 - i. In the portion of the School Registration form shown below you will provide contact information for the school, the School Principal, assign the role of School Process Manager (if other than the Principal), and name a District Liaison (optional). The Process Manager is appointed by the school team. This person will print out work sheets for team meetings and enter the team's work into the web-based SSI system. The District Liaison is a district-level person who will be the District's primary contact with the School Improvement Team.



ii. Please indicate whether the school is elementary, middle, or high school. You may choose one or any combination of these that best represents the grade levels taught in the school

		-
School Type		
☐ Elementary School		
☐ Middle School		
☐ High School		

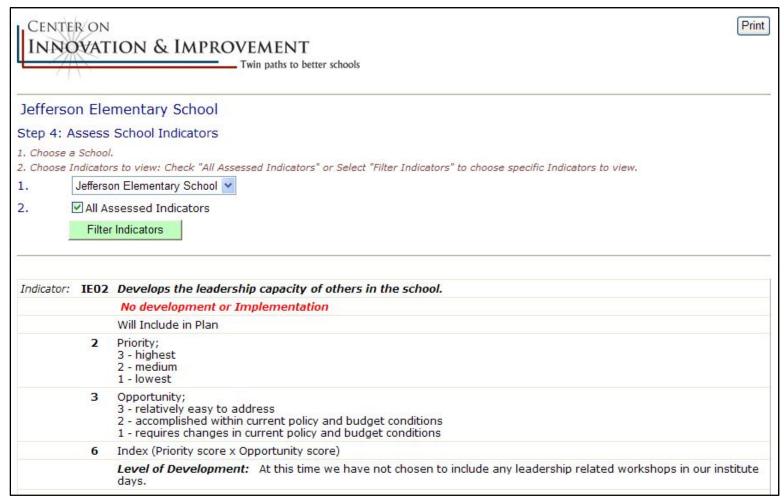
iii. We also ask that you indicate whether the school is in "Continuous Improvement – Making progress, incremental improvement is appropriate" or "Rapid Improvement – Chronically low-performing, in need of rapid improvement" status. This will determine the indicators the school will work with in the SSI system. If the school will be using the Rapid Improvement version of the SSI process, the school's Principal will be the Rapid Improvement Leader. A district-level person who will be the Rapid Improvement Leader Mentor should also be named at this time. This person will be responsible for coaching and overseeing the progress of the Rapid Improvement Leader. Be sure to click the "Submit Request" button when you are finished.



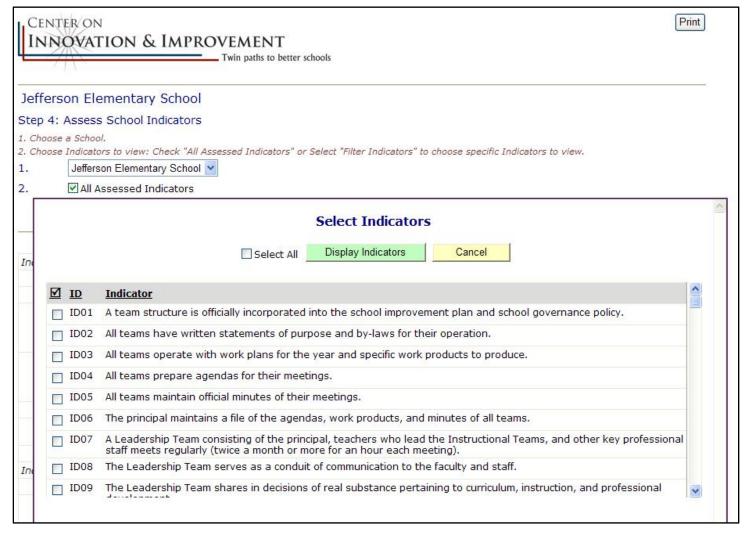
b. Registered Schools – the schools that have been registered by your district will be listed in the bottom section of the District Process Menu page. The coding to the right of the school name indicates the grade level – E=elementary, M=middle, and HS=High School, and SSI Program – CI=Continuous Improvement, RI=Rapid Improvement. The dates shown next to the school names indicate the school's progress as they work through each step. The "Last Add" date indicates the last date that the school made any changes to their data. If the school's name is shown in red, they have responded to a coaching comment which was initiated by the district. (We will cover this later in the instruction booklet.) You may click on a school name to open the school's SSI web entry pages to monitor their progress.

Schools shown in Red have responded to a Coa E - Elementary School, M - Middle School, HS - High S			nous Improveme	ent, RI - Rapid I	Improvement)		
School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	06/20/2008
Jefferson Elementary School (E/CI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	06/18/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008

- c. Step 4 report: Assess School Indicators this report allows the district to view the progress the registered schools have made in assessing their indicators. To view the report:
 - i. Choose one of the schools from the drop-down list
 - ii. To view all indicators that have been assessed check the "All Assessed Indicators" box

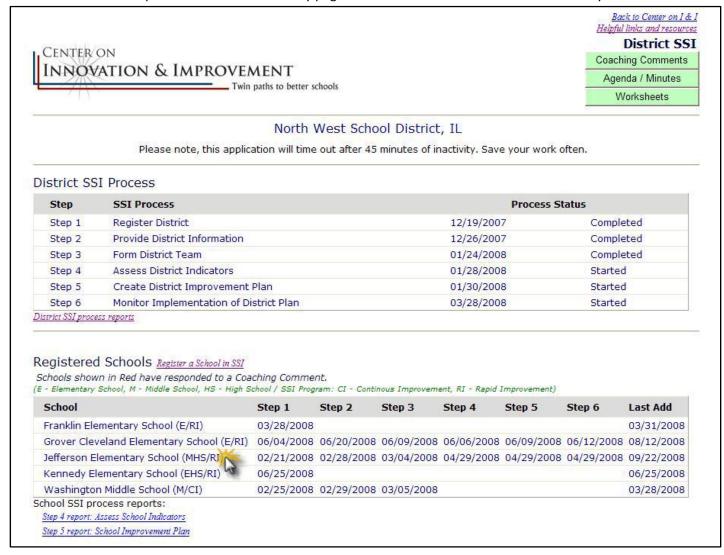


iii. To view only specific indicators, click the filter button. Here you may choose specific indicators to view in the report by checking the boxes to the left. Click the "Display Indicators" button to view the report. If you check the "Select All" box and view the report again, you will see listed all indicators - those that have been assessed and those that haven't.



d. Step 5 report: School Improvement Plan – this report allows the district to view the progress the registered schools have made in creating their plan. It has the same filtering capabilities as the Step 4 report above.

- 7. School Progress Each school in the district that has been registered is listed in the bottom section of the web page.
 - a. Click on the school name to open that school's web-entry pages to view the data that has been entered by that school in each web-entry form.



b. (School screen shown below)

Back to Center on I & I Helpful links and resources

School SSI

Coaching Comments

Agenda / Minutes

Worksheets

CENTER ON INNOVATION & IMPROVEMENT Twin paths to better schools

Jefferson Elementary School North West School District, IL

School SSI Process

Step	SSI Process	Proces	ss Status
Step 1	Register School	02/21/2008	Completed
Step 2	Provide School Information	02/28/2008	Completed
Step 3	Form School Team	03/04/2008	Completed
Step 4	Assess School Indicators	04/29/2008	Started
Step 5	Create School Improvement Plan	04/29/2008	Started
Step 6	Monitor School Improvement Plan	04/29/2008	Started

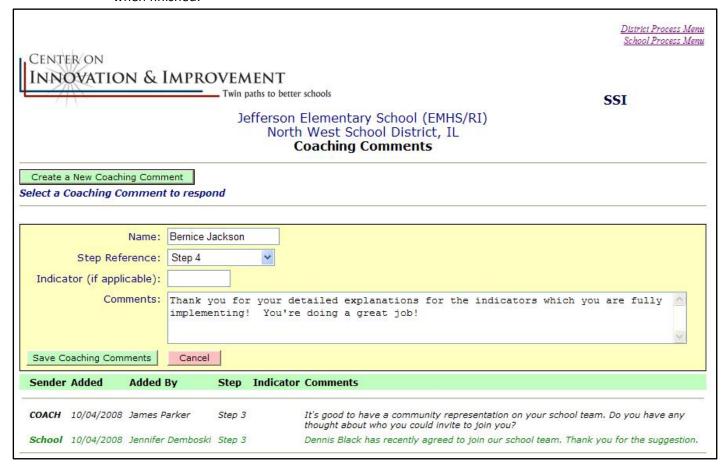
- i. Coaching Comments In the upper right hand corner of the School SSI Process screen (see previous page) you will notice a green button labeled "Coaching Comments." Click this button to open the Coaching Comments web-entry form. This can be used by the district to send a comment to the school pertaining to a specific step or indicator. There are two ways to send a comment:
 - 1. Add a New Comment The district may initiate a conversation with the school about a specific step in the SSI process or about a certain indicator by clicking the "Create a New Coaching Comment." Schools may not initiate a conversation, but may reply to a comment sent by the district



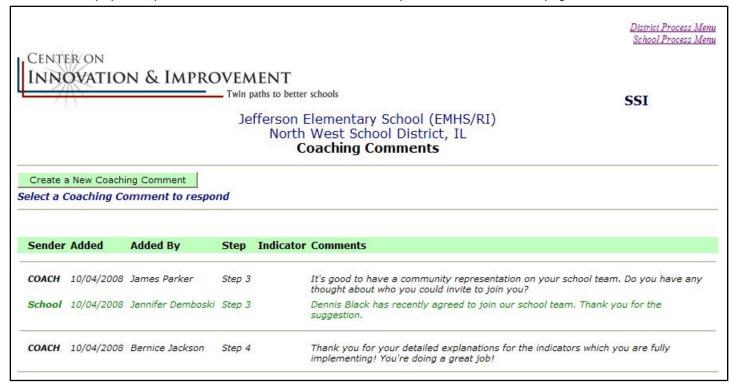
2. Respond to a comment sent by a school – The district may also reply to the responses from the school. To do this, click on the comment from the school to which you would like to respond.



a. Either of these methods will open the Coaching Comments entry fields. Here you will input your name, the step you would like to refer to, the indicator (if applicable), and your comment. Click the "Save Coaching Comments" button when finished.



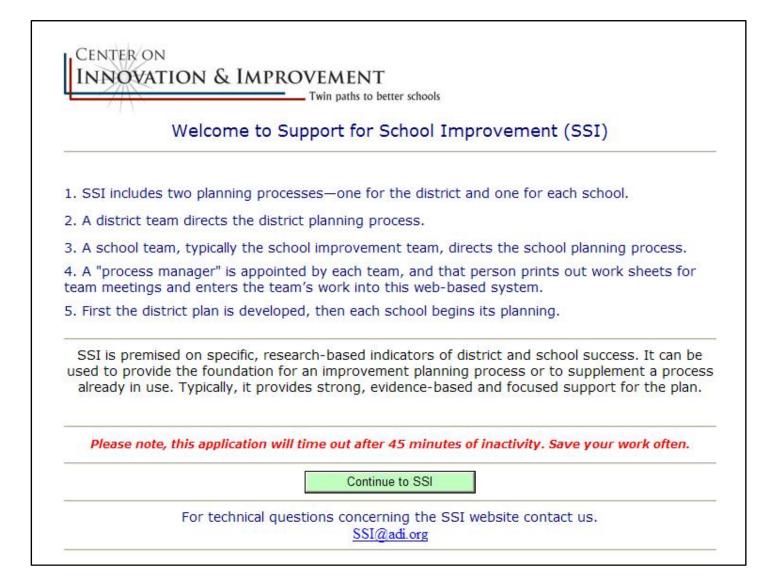
3. You will see in the screen below, that the new comment is now included in the coaching comments list. Comments created by the district are shown in black, and the sender is listed as "COACH." The school's responses are shown in green, and the sender is "School." The next time the school opens their web-entry system, they will see a message indicating that they have a new coaching comment from you. When a school has responded to one of your comments, the next time you log into the SSI web-entry system, you will see that school's name in red on your District SSI Process page.



In the next section, you will see the instructions that the school will use in the SSI process. To open these web pages, just click on the name in your "Registered Schools" list on the "District SSI Process" page.

School-Level SSI Process

1. Welcome screen – Click the "Continue to SSI" button to move into the SSI web entry system.

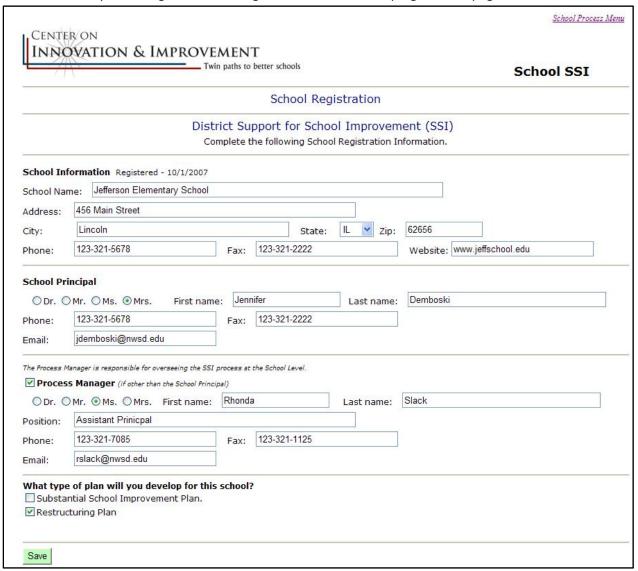


2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you've completed or started your work will show in the table. Below the table you will find the "Print SSI process reports" link for printing the data you've entered in each step. In the top right of the screen there is a link to take you back to the www.centerii.org home page. You will also find a link to "Helpful links and resources" for your use as you move through this process. The "Coaching Comments" screen is used for conversation between the district and school pertaining to specific steps or indicators. When you have received a "coaching comment" from the district, you will see the following notation in red on this page – "A new coaching comment was added [date]." Click the "Coaching Comment" button to respond.



3. Entering/Editing School Data

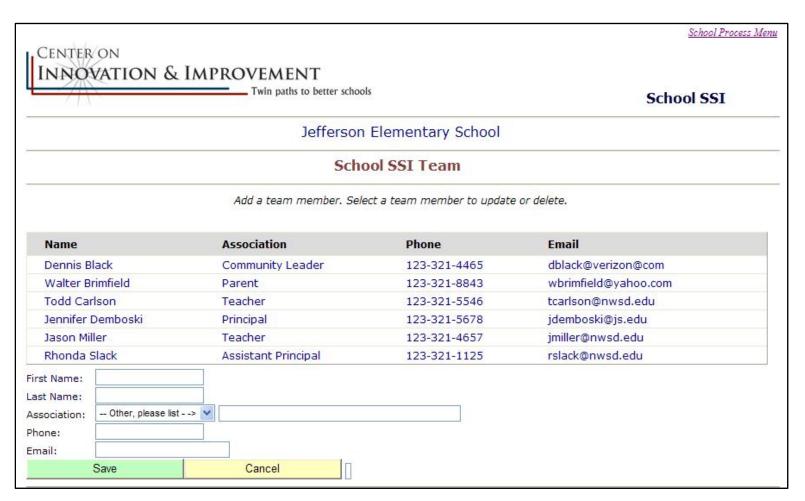
a. Step 1 – Register School – this data is entered by the district at the time the school is registered for the SSI process. This data may be edited, if necessary. Click "Save" to save your changes when editing. Use the link at the top right of the page to return to the School Process Menu.



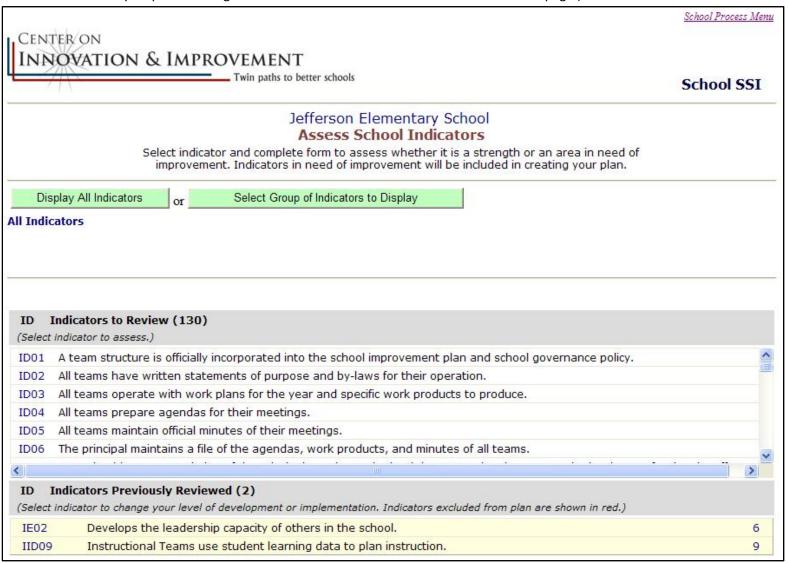
b. Step 2 – Provide School Information – In this a two-page form you will enter demographic and assessment data about your school. You may print a copy of this page to use when gathering the data, and then return to this page to enter your information. Be sure to click "Save" when you are finished. Use the link at the top right to return to the School Process Menu.

	and the case				School Process Menu
	enter on NNOVATION & IMPROVEMENT				
Ĺ	Twin paths to better schools				School SSI
	Jefferson Elei	mentary Sch	ool		-
	School Inform	ation page	10	f 2	
	Suggestion: print this page, complete work,	then enter infor	rmati	ion into web page.	Print
Per	centage of Students by Ethnicity				-
Plea	se make sure the percentages equal 100%. Round each percent to	the nearest perc	centil	le, i.e. 26.8 = 27. (numb	ers only)
9	% American Indian/Alaskan native		8	% Hispanic	
32	% Asian/Pacific Islander	[6	% White, not Hispanio	
45	% African-American, not Hispanic		0	% Other	
Oth	er Student Demographics (numbers only)				
75	% Percent of Students Qualifying for Free or Reduced Lunch				
6	% Percent of Students Receiving Special Education (IEP studen	nts)			
96	% School Attendance Percentage				
23	% School Mobility Percentage				
0	% Percent of Students that are Limited English Proficient (LEP))			
0	% Percent of Students Whose Parents Read Spanish but not E	English			
Sch	ool Personnel (numbers only)				
-Ir	cate the number of staff at your school in each of the following cate; iclude only personnel who are at least half-time in building	gories:			
100	clude each person only once		0	The second	
15	Classroom Teachers		0	Family / Parent Liaison	n.
2	Special Education Teachers		1	Reading Specialists	
2	Specials (Art, Music, PE, etc.)		7	Teacher Aides	

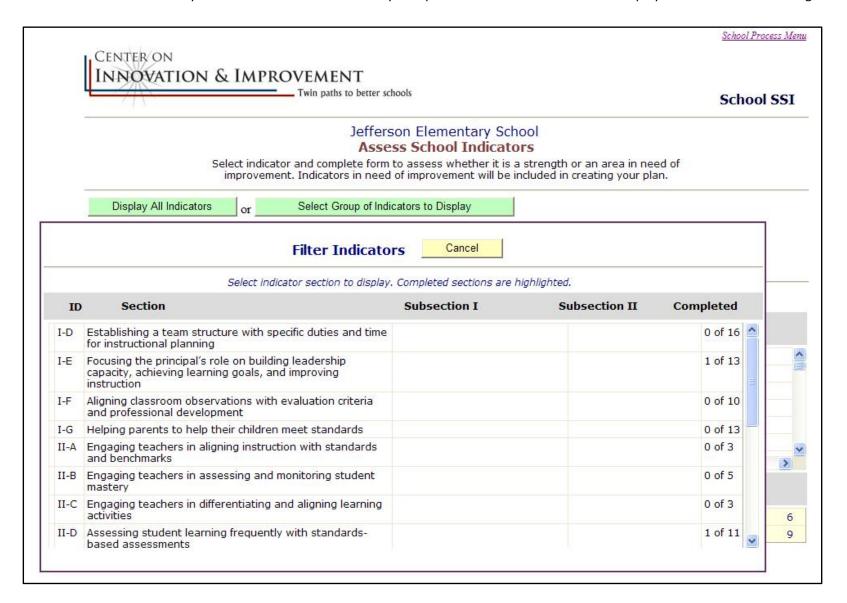
c. Step 3 – Form School Team - Here you will enter the members of your School Team. This team should include your Principal, your process manager (if different than your principal), and any others you choose to include from the school and community. Use the "Add a Team Member" button (not shown here) to enter the information for each team member. Click "Save" to add them to the list. If you need to edit or delete a team member's information, just click on his/her name to make your changes. Use the link at the top right of the page to return to the School Process Menu. Remember to save after any changes. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



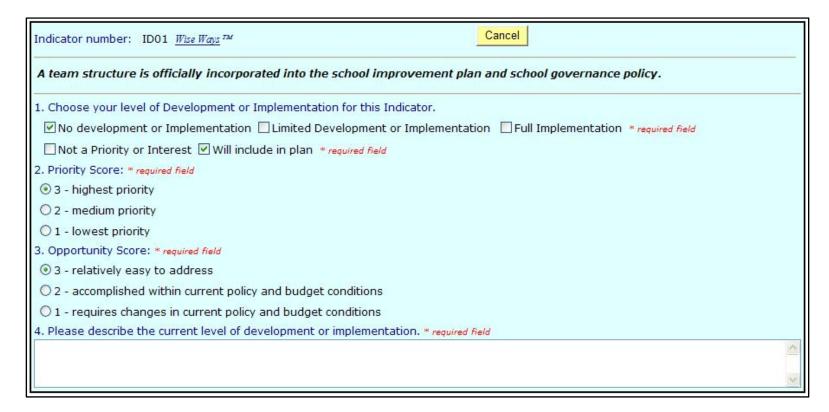
d. Step 4 – Assess School Indicators – On this page you will see the Indicators that are available to be assessed by the school. Click on each indicator to complete the assessment process. Indicators in need of improvement will be included in creating your plan. The indicators you have will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



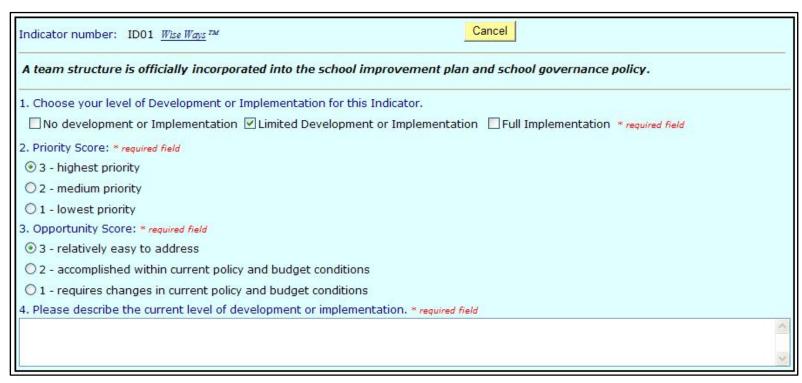
If you choose to filter the indicators and just look at them a section at a time, just click the "Select Group of Indicators to Display." Click on the section of the indicators that you would like to work to see only that portion of the indicators. Click "Display All Indicators" to view again.



i. If the level of development for an indicator is "No development or Implementation" you will determine if it is "Not a priority or interest" or "Will include in plan." If the indicator isn't a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the "Priority Score – how important is it to include this indicator in our plan at this time" and "Opportunity Score – the level of ease with which this indicator can be implemented," and describe the current level of development or implementation. Click "Save this Indicator" when finished. The "Wise Ways" link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.



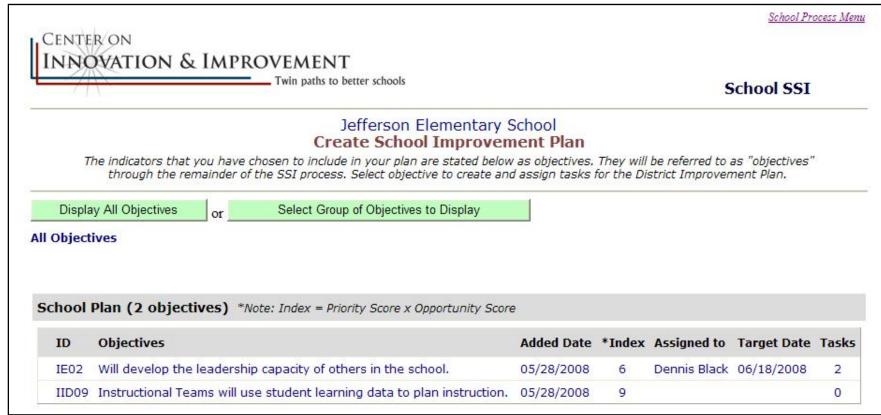
ii. If you choose "Limited development or implementation," the following information must be completed.



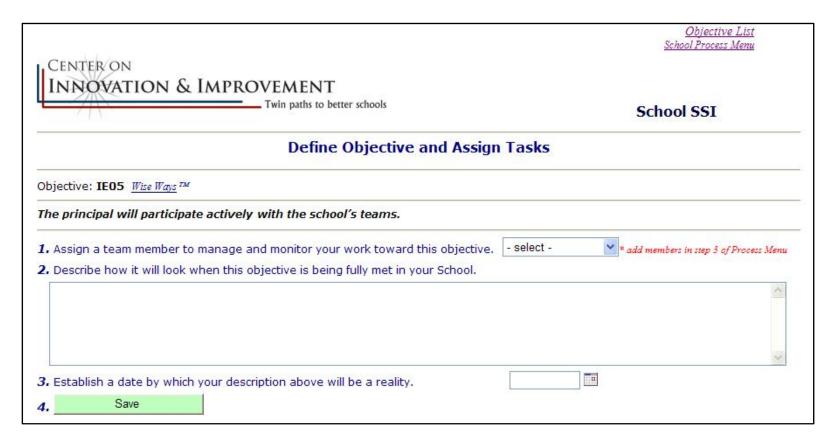
iii. If you choose "Full Implementation," you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.



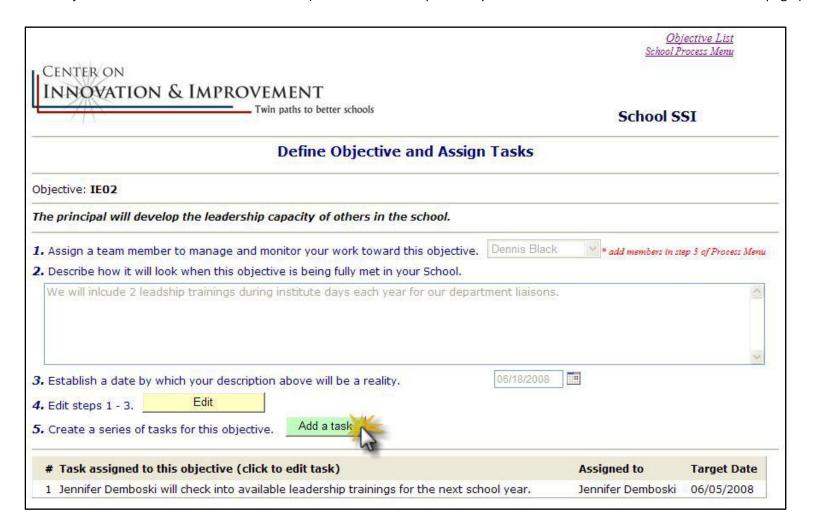
a. Step 5 – Create School Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. (The same filtering options that you used in Step 4 for the indicators apply here to the objectives.) For each objective you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click an objective to assign it to a team member. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



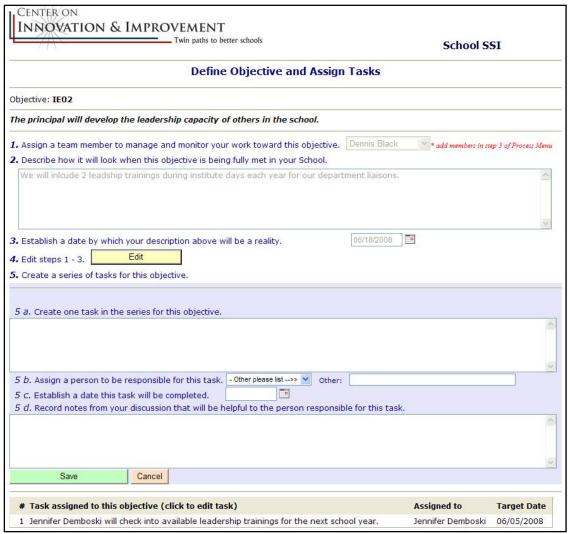
i. Assign the objective – First, you will choose a member of your School Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your School team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The "Wise Ways" link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click "Save" when you're finished.



ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the "Add a Task" button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



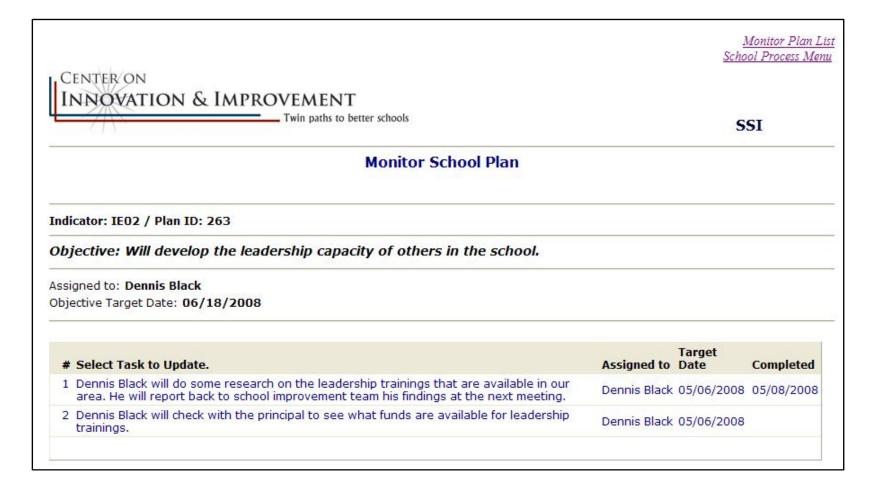
iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the School Team, by choosing their name from the drop-down list, **OR** move to the "Other" field to enter the name of a person who is not on the School Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click "Save" once you've finished. Repeat to enter all tasks for the objective.



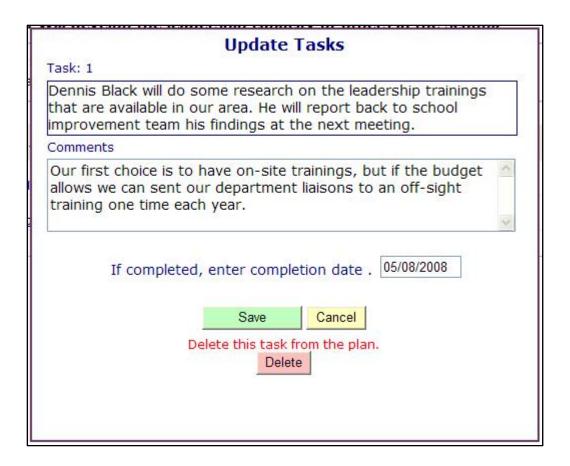
e. Step 6 – Monitor Implementation of School Plan – Now that your plan has been created you will work to complete the assigned tasks and put the indicators into place in your district. The list of objectives you see on this page shows the person on the school team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed as you move forward. The Status Reported column shows the date that all tasks for the objective were completed.



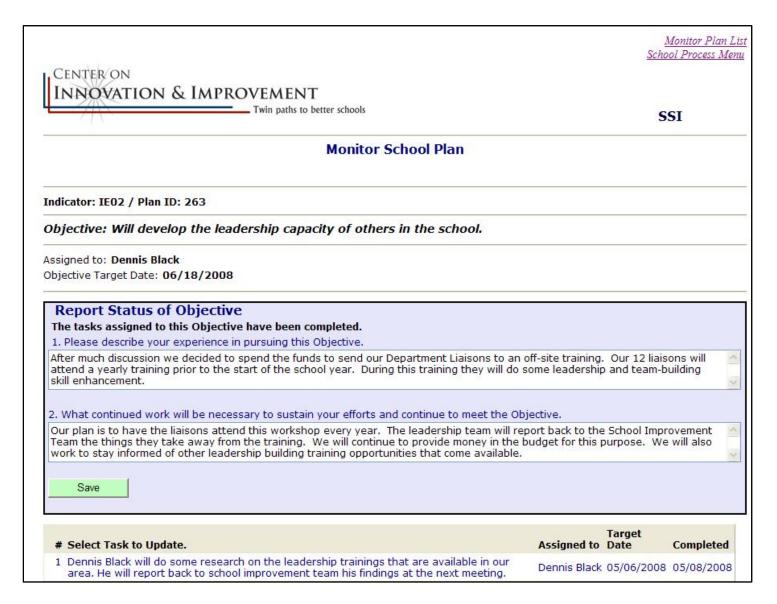
i. Monitoring the completion of tasks – When you click an objective that has not yet been completed, you will see this screen. Here you see listed the tasks created for the objective, the person it's assigned to, and the target date of completion. You will monitor the work being done and enter the date that each task is completed. Once all tasks have been completed for an objective and the completion dates have been entered into the system you will be asked for some information on your process in meeting the objective and any continuing work that will be necessary to continue to meet the objective. Use the links at the top right of the page to return to the list of objectives in the Monitor Plan List or to return to the School Process Menu.



1. Update tasks – Here you will see the task that was created. In the "Comments" field you may add information about the task to help the person who the task is assigned to. The "Comments" field may be added to as the work on the task progresses. If you want to exclude the task from the objective, you may do so by clicking the "Delete" button. Do this only if you no longer want the task to be completed for the objective.

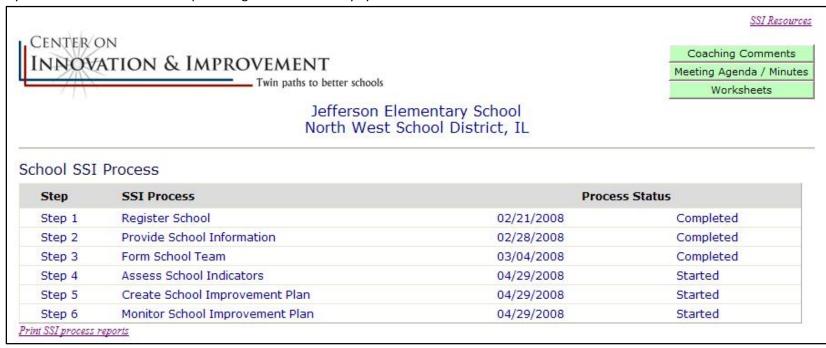


ii. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click "Save" when all data has been entered.



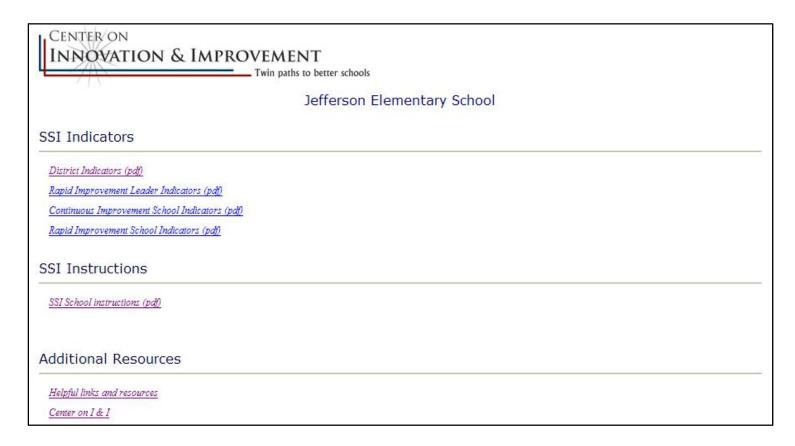
- 4. School SSI Process Reports the following reports are available to the school to report out their progress with the SSI system
 - a. Step 1 School Registration -registration data entered into the SSI system
 - b. Step 2 School Information demographic and assessment data for the school
 - c. Step 3 Team Members lists members of School Team
 - d. Step 4
 - i. List of Indicators Included in Plan an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
 - ii. Detailed Report of Assessed Indicators a complete list of all indicators and their assessment data.
 - e. Step 5
 - i. List of Objectives Included in Plan an abbreviated list of objectives in the plan, the description of each when met, their P/O Index, the team member the objective is assigned to, and the target date.
 - ii. Detailed Report of Objectives and Tasks a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
 - f. Step 6
 - i. Progress Overview Report an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported.
 - ii. Detailed Progress Report a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the "experience" and "sustain" comments. This report may be filtered by team member.
 - g. Comprehensive Plan Report this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a school has made in the SII program.
 - h. Coaching Comments this report lists all comments exchanged between the district and the school. The comments are listed in date order, with the district comments in black and the school responses in green.

5. Other Helps – In the top right corner of the School main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.



a. SSI Resources

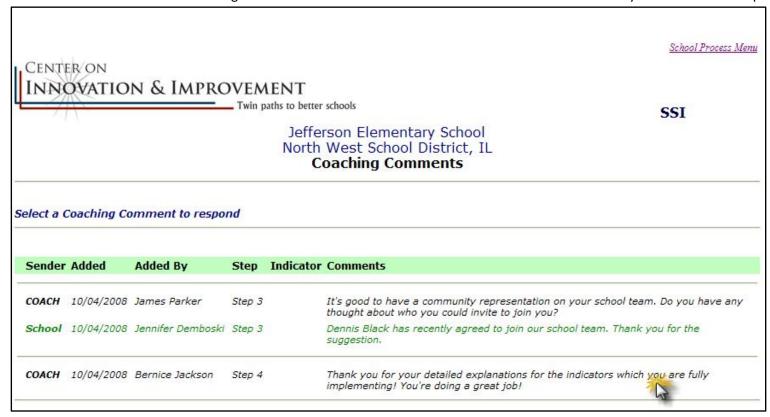
- i. SSI Indicators The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
- iii. Additional Resources
 - 2. Helpful Links and Resources this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
 - 3. Center on I & I this link will take you back to the home CII webpage.



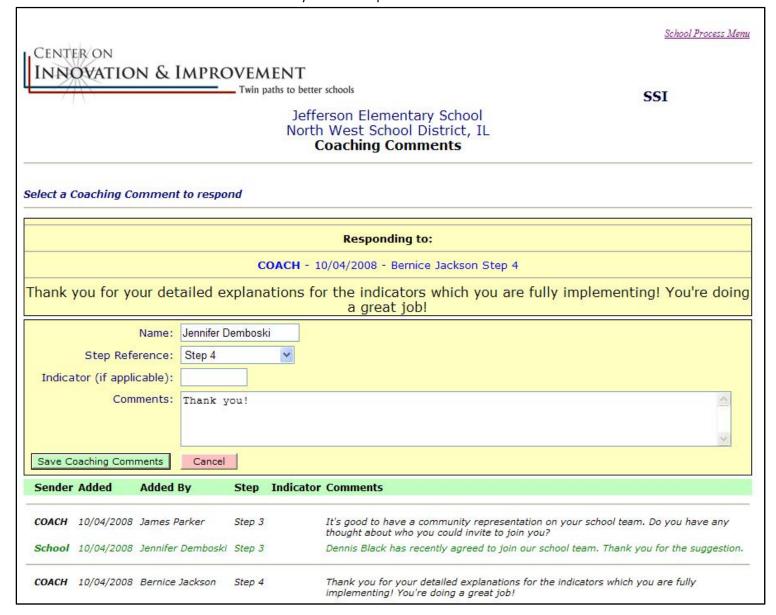
- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the district or district liaison. You as the school may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
 - i. You will receive notification, in red, on the School main page that you've received a coaching comment from the district or district liaison.



ii. Click on the "Coaching Comments" button to view the comments from the district or district liaison. Any previous comments and your subsequent responses will be listed here. The district or district liaison's comments are listed in black with the Sender as "COACH." The school's comments are listed in green with the Sender as "School." Click on the comment to which you would like to respond.



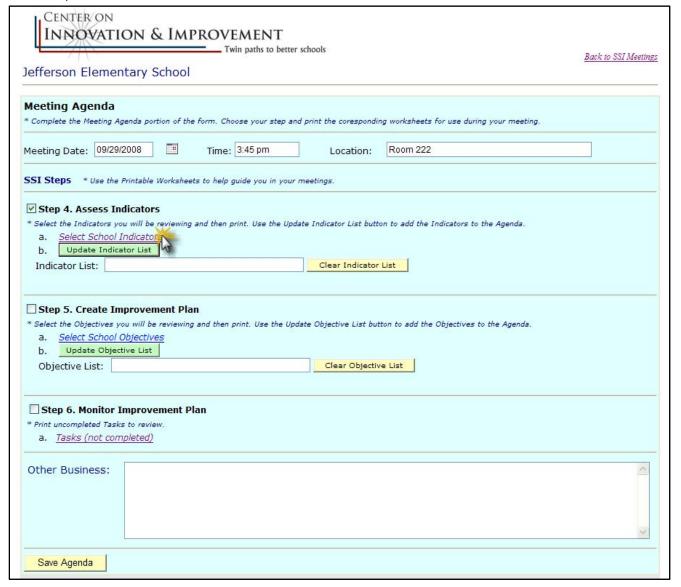
iii. This opens the fields where you will enter your response. Click "Save Coaching Comments" when you're finished. This will send a notification to the district or district liaison that you have responded to their comment.



- c. Agenda/Minutes Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the "Agenda/Meeting Minutes" button to open. Once you've held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
 - i. First, let's create a new agenda. Click the "Set up a Meeting Agenda" link.



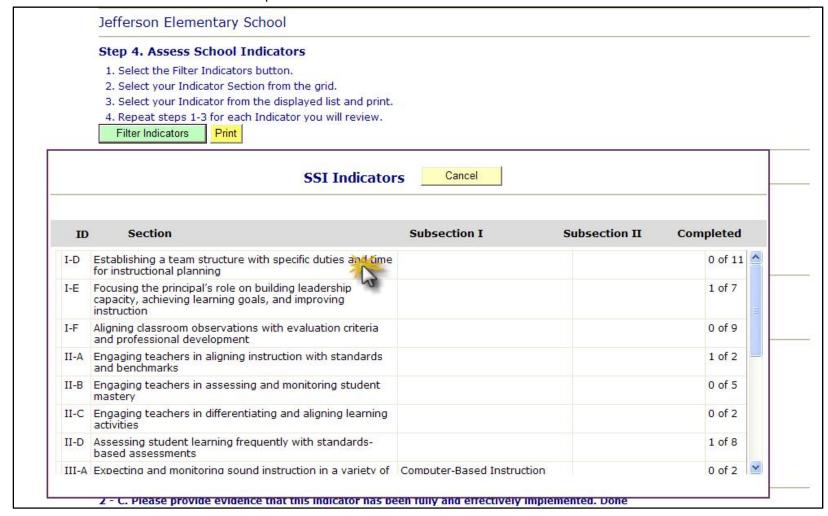
- 1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
- 2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select School Indicators" link.



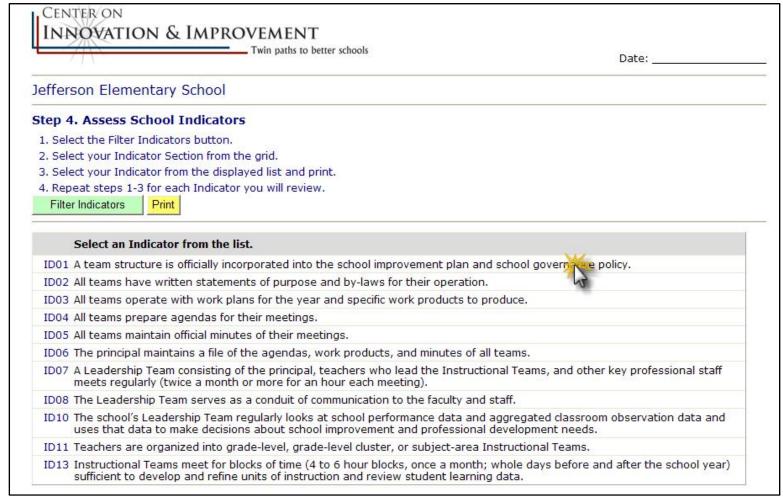
- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the "Filter Indicators" button.

CENTER ON INDOVATION & IMPROVEMENT	
Twin paths to better schools	Date:
Jefferson Elementary School	
Step 4. Assess School Indicators	
1. Select the Filter Indicators button.	
2. Select your Indicator Section from the grid.	
3. Select your Indicator from the displayed list and print.	
4. Repeat steps 1-3 for each Indicator you will review.	
Filter Indicators Print	
Choose your level of development or implementation for this indicator.	
No development or implementation go to 1 - A	
Limited development or implementation go to 2	
Full implementation go to 2 - C	
1 - A. IF No development or implementation is selected choose one	
Not a priority or interest Done	
☐ Will include in plan go to 2	
2. Priority Score:	
3 - highest priority	
2 - medium priority	
0 1 - lowest priority go to 3	
3. Opportunity Score:	
3 - relatively easy to address	
O 2 - accomplished within current policy and budget conditions	
O 1 - requires changes in current policy and budget conditions go to 4	
2 - C. Please provide evidence that this indicator has been fully and effectively implemented	l. Done

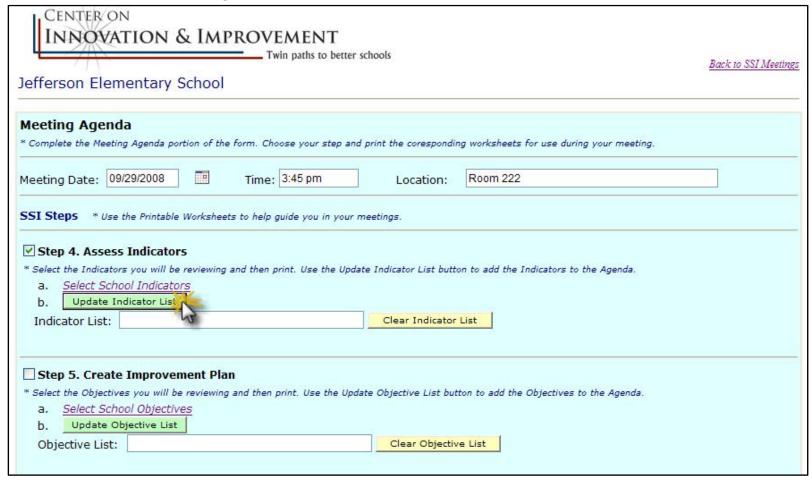
c. This opens a list of the sections of school indicators. For each section is shown the Subsection I and Subsection II headers, as well as the number of indicators in each section and how many of those have already been assessed. Click on a section to open the list of indicators for that section to choose from.



d. Now you see the list of the indicators that are available to be assessed in the section you chose. Click on an indicator that you will be assessing at your meeting, and then click the "Print" button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the school team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.



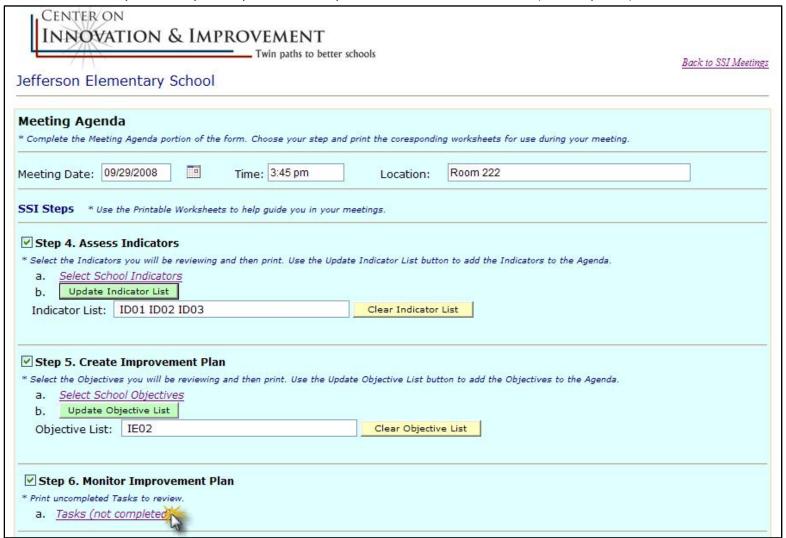
3. Next, click the "Update Indicator List" button to insert the indicator ids that you'll be assessing at your meeting into the Indicator List field on the agenda form.



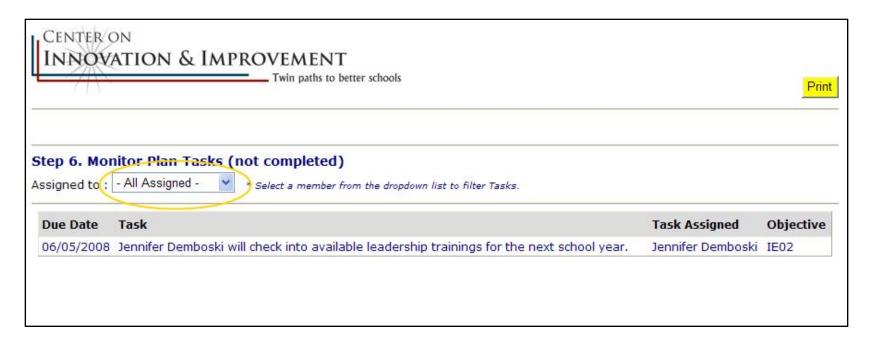
a. Now you can move on to Step 5. Create Improvement Plan. Click the "Select School Objectives" link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT Twin paths to better schools	
Step 5. Create Improvement Plan	Date:
SECURITY PROGRAMMENT CONTROL TO A SECURITY OF THE SECURITY OF	
Select Objective List to display your Objectives. Select an Objective from the displayed list and print.	
3. Repeat steps 1 & 2 for each Objective you will review.	
3. Repeat Steps 1 & 2 for each objective you will review.	
Objective List Print Print	
1. Assign a team member to manage and monitor your work toward this objective. 2. Describe how it will look when this objective is being fully met.	
3. Establish a date by which your description above will be a reality//	
Tasks	
T-1. Create task(s) for this objective.	
T-1a. Assign a person to be responsible for this task	
T-1b. Establish a date this task will be completed / /	
<i>T-1c.</i> Record notes from your discussion that will be helpful to the person responsible for this task.	

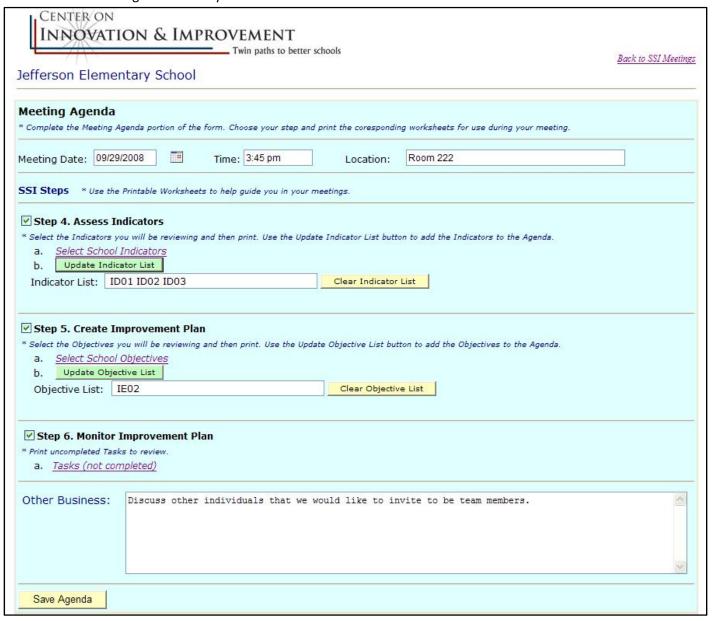
4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.



a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.



5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click "Save Agenda" when you are finished.



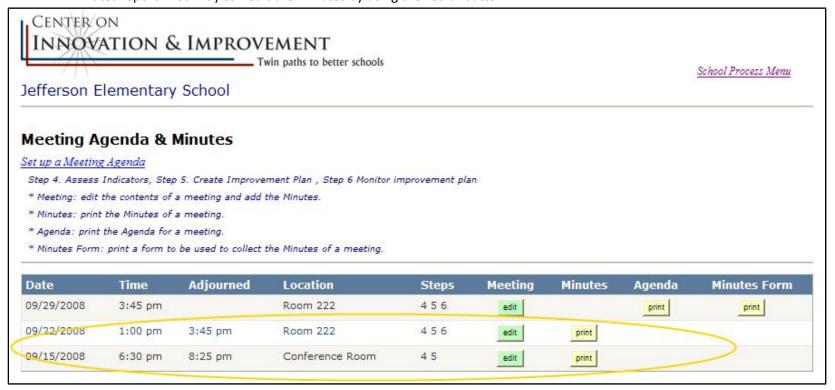
- ii. Use the "edit" buttons to update your agenda information. (This is also the same screen you'll use to update any minutes information.
- iii. Use the "print" button in the "Agenda" column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the "print" button in the "Minutes Form" column to print the "minutes" worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the "edit" button in the "Meeting" column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the "Save Minutes" button to save.

Meeting Minutes * Enter and Submit following the SSI meeting. Team Members in Attendance:							
Guests:							
						<u> </u>	
Action Taken:							
						<u>~</u>	
Adjourned Time:							
Next Meeting Date Meeting Time:	:						
Meeting Location:							
Save Minutes							

vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the "edit" button.



d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

INNOVATION & IMPROVEMENT Twin paths to better schools	School Process Menu			
SSI Printable Worksheets				
School SSI				
Step 2. Provide School Information				
Step 3. Create School Team				
Step 4. Assess School Indicators				
Step 5. Create School Improvement Plan				
Step 6. Uncompleted Plan Tasks				



Center on Innovation & Improvement

121 N. Kickapoo St. Lincoln, Illinois 62656 217-732-6462 www.centerii.org

For technical assistance with the Support for School Improvement web entry system please contact:

Janis Langdon 217-732-6462 ext. 23 jlangdon@centerii.org

Bob Goodrich 217-732-6462 ext. 21 bgoodrich@centerii.org